



**Regular Board of Directors Meeting
3615 E Las Posas Road, Suite 161
Camarillo, CA 93010
Tuesday, February 28, 2017
12:00 p.m.**

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2017 Board Meeting Calendar

January 24, 2017, 12:00 p.m.

February 28, 2017, 12:00 p.m.

March 28, 2017, 12:00 p.m.

April 25, 2017, 12:00 p.m.

May 23, 2017, 12:00 p.m.

June 6, 2017, 12:00 p.m. (Budget)

June 27, 2017, 12:00 p.m. (If Needed)

July 25, 2017, 12:00 p.m.

August – Dark

September 19, 2017, 12:00 p.m.

October 24, 2017, 12:00 p.m.

November 28, 2017, 12:00 p.m.

December 5, 2017, 8:30 a.m. (Board Work Study)

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AGENDA

February 28, 2017, 12:00 P.M.

Regular Meeting of the Board of Directors

3615 E. Las Posas Road, Suites 160 & 161, Camarillo, CA 93010

Board of Directors

Rod Brown, MBA, President
Christopher Loh, M.D., Vice President
Scott W. Packham, DDS, Clerk of the Board
Richard Loft, M.D., Director
Mark Hiepler, Esq., Director

Staff

Kara Ralston, Chief Executive Officer
Sue Tatangelo, Chief Resource Officer
Sonia Amezcua, Chief Administrative Officer
Karen Valentine, Clerk to the Board

Participants

Michael Velthoen, Esq., *Ferguson Case Orr
Paterson, LLP*
David Mitchell, CPA, *Mitchell & Associates*

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1. **Call to Order/Roll Call**
 2. **Pledge of Allegiance – Director Loft**
 3. **Amendments to the Agenda**
Requests to change the order of the agenda, delete, add any agenda item(s), or to remove any consent agenda items for discussion.
 4. **Public Comment – Ca. GC Section 54954.3;** The Board reserves this time to hear from the public. Please complete a Speaker Card and submit to the Clerk to the Board. Your name will be called in order of the agenda item, or in order of received general topic Speaker Cards. Comments regarding items not on the agenda can be heard only; items on the agenda can be discussed. Three minutes per speaker are available; multiple speakers on the same topic/agenda item will be limited to 20 minutes total.
 5. **Presentations -**
 6. **Closed Session:**
 - A. Conference with Legal Counsel – Existing Litigation, one case, Government Code §54956.9(d)(1), Camarillo Health Care vs. Rozanski, Ventura County Superior Court Case No. 56-2016-00487601-CU-MC-VTA.
 - B. Conference with Legal Counsel – Existing Litigation, one case, Government Code §54956(d)(1) Rozanski vs. Camarillo Health Care, Ventura County Superior Court case 56-2016-00489673-CU-WM-VTA.

- C. Conference with Legal Counsel – Existing Litigation, one case, Government Code §54956.9(d)(1), Ferguson vs. Camarillo Health Care, Ventura County Superior Court Case No. 56-2016-00478549-CU-BC-VTA.

7. **Reconvene from Closed Session**

- 8. **Announcement of Closed Session** – Pursuant to Government Code §54957.1 – The legislative body of any local agency shall publicly report any reportable action taken in closed session and the vote or abstention on that action of every member present.

A.

B.

C.

- 9. **Consent Agenda** – Consent Agenda items are considered routine and are acted upon without discussion, with one motion. If discussion is requested, that item(s) will be removed from the Consent Agenda for discussion, and voted on as a separate item. If no discussion is requested, the Board Chairperson may request a motion to approve as presented.

- A. Approval of Minutes of the Regular Board Meeting of January 24, 2017.
(Please see Section 9-A)

- B. Approval of Minutes of the Executive Committee Meeting of February 21, 2017.
(Please see Section 9-B)

- C. Approval of the Minutes of the Finance Committee Meeting of January 24, 2017.
(Please see Section 9-C)

Suggested Motion – Vote to approve Consent Agenda as presented.

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Packham _____ Loft _____ Hiepler _____

10. **Discussion/Action Items**- Consideration, Discussion, and Decision:

- A. Review and **Approve/ Deny/ Amend** District Disbursements and Financial Report for period ending January 31, 2017, presented by David Mitchell, CPA, Mitchell & Associates. **(Please see Section 10-A)**

Suggested Motion– Vote to approve District Disbursements and Financial Report ending January 31, 2017.

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Packham _____ Loft _____ Hiepler _____

B. Review and **Approve/ Deny/ Amend** District Resolution No. 17-01, and District Policy 1130, adopting the District’s Surplus Property Policy. **(Please see Section 10-B)**

Suggested motion: Vote to adopt District Resolution No. 17-01, and Policy 1130, the District’s Surplus Property policy.

Motion _____ Second _____ Abstain _____ Pass _____
Brown _____ Loh _____ Packham _____ Loft _____ Hiepler _____

C. Review and **Approve/ Deny/ Amend** District Resolution No 17-02, Approving Submission of Application and Petition to Potential Funding Sources and Authorizing Signatures. **(Please see Section 10-C)**

Suggested Motion: Vote to adopt District Resolution No. 17-02, Approving Submission of Application and Petition to Potential Funding Sources and Authorizing Signatures.

Motion _____ Second _____ Abstain _____ Pass _____
Brown _____ Loh _____ Packham _____ Loft _____ Hiepler _____

D. Review and **Approve/Deny/ Amend** District Resolution No. 17-03, Authorizing Investment of Monies in the Local Agency Investment Fund. **(Please see Section 10-D)**

Suggested Motion: Vote to adopt District Resolution 17-03, Authorizing Investment of Monies in the Local Agency Investment Fund.

Motion _____ Second _____ Abstain _____ Pass _____
Brown _____ Loh _____ Packham _____ Loft _____ Hiepler _____

11. Staff Reports

12. Board Reports

- A.** President’s Report: Announcement of Committee Assignments
- B.** Formation of Ad Hoc Committee to oversee the CEO Performance Evaluation. The District has the Association of California Healthcare Districts (ACHD) evaluation tool available. Discuss how to use the ACHD Tool, Board Member understanding of the criteria, and commitment to completing the evaluation. **(Please see Section 12-B)**
- C.** Board Members’ Interests and Concerns

13. **Future Meeting and Events**

Board of Directors Meetings

- Executive Committee Tuesday, March 21, 2017, 12:00 p.m.
- Full Board Tuesday, March 28, 2017, 12:00 p.m.
- Finance Committee Tuesday, April 11, 2017, 12:00 p.m.
- Executive Committee Tuesday, April 18, 2017, 12:00 p.m.
- Full Board Tuesday, April 25, 2017, 12:00 p.m.
- Executive Committee Tuesday, May 16, 2017, 12:00 p.m.
- Full Board Tuesday, May 23, 2017, 12:00 p.m.

Events

- Top Ten Awards Serra Center Friday, March 24, 2017, 6:00 p.m. to 9:00 p.m.
- Camarillo Community Advisory Committee CHCD Wednesday, April 26, 2017, 7:00 a.m.

14. **Adjournment** - Having no further business, this meeting is adjourned at _____p.m.

Action Items not appearing on the Agenda may be addressed on an emergency basis by a majority vote of the Board of Directors when need for action arises.

ADA compliance statement; In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk to the Board of Directors, Karen Valentine, at (805) 482-9382. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, www.camhealth.com, on Friday, February 24, 2017, at 4:00 p.m.

SECTION 6

**SECTION 6-A
CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING ITIGATION, ONE CASE,
GOVERNMENT CODE §54956.9(D)(1),
CAMARILLO HEALTH CARE VS. ROZANSKI, VENTURA COUNTY SUPERIOR
COURT CASE NO. 56-2016-00487601-CU-MC-VTA**

FEBRUARY 28, 2017

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SECTION 6

**SECTION 6-B
CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION, ONE CASE,
GOVERNMENT CODE §54956.9(D)(1),
ROZANSKI VS. CAMARILLO HEALTH CARE, VENTURA COUNTY SUPERIOR
COURT CASE NO. 56-2016-00489673-CU-WM-VTA**

FEBRUARY 28, 2017

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SECTION 6

**SECTION 6-C
CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION, ONE CASE,
GOVERNMENT CODE §54956.9(D)(1),
FERGUSON VS. CAMARILLO HEALTH CARE, VENTURA COUNTY SUPERIOR
COURT CASE NO. 56-2016-00478549-CU-BC-VTA**

FEBRUARY 28, 2017

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SECTION 7

RECONVENE FROM CLOSED SESSION

FEBRUARY 28, 2017

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SECTION 8

**ANNOUNCEMENT OF CLOSED SESSION
GOVERNMENT CODE 54957.1**

FEBRUARY 28, 2017

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SECTION 9

CONSENT AGENDA

**APPROVAL OF MINUTES
BOARD MEETING
JANUARY 24, 2017**

SECTION 9-A

FEBRUARY 28, 2017

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MINUTES

January 24, 2017

Regular Meeting of the Board of Directors

3615 E. Las Posas Road, Suites 160 & 161, Camarillo, CA 93010

Board of Directors - Present

Rod Brown, MBA, President
Christopher Loh, M.D., Vice President
Scott W. Packham, DDS, Clerk of the Board
Richard Loft, M.D., Director -
Mark Hiepler, Esq., Director

Staff - Present

Kara Ralston, Chief Executive Officer
Sue Tatangelo, Chief Resource Officer
Sonia Amezcua, Chief Administrative Officer
Karen Valentine, Clerk to the Board

Participants - Present

David Mitchell, CPA, *Mitchell & Associates*
Michael Velthoen, Esq., *Ferguson Case Orr Paterson, LLP*
Mark Poindexter, CPA, *Poindexter & Company*

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1. **Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, January 24, 2017, at 12:04 p.m., by Rod Brown, President.
 2. **Pledge of Allegiance** - Director Packham
 3. **Amendments to The Agenda** – There are no amendments to the agenda.
 4. **Public Comment** – None
 5. **Presentations** - None
 6. **Closed Session – 12:08 p.m.**
 - A. Conference with Legal Counsel – Existing Litigation, Government Code §54956.9(d)(1), Camarillo Health Care vs. Rozanski, Ventura County Superior Court, Case No. 56-2016-00487601-CU-MC-VTA.
 - B. Conference with Legal Counsel – Existing Litigation, Government Code §54956.9(d)(1), Ferguson vs. Camarillo Health Care, Ventura County Superior Court Case No. 56-2016-00478549-CU-BC-VTA.
 - C. Conference with Legal Counsel – Existing Litigation, one case, Government Code §54956(d)(1) Rozanski vs. Camarillo Health Care, Ventura County Superior Court case 56-2016-00489673-CU-WM-VTA.

7. **Reconvene from Closed Session – 1:07 p.m.**
8. **Announcement of Closed Session**
 - A. No Reportable Action
 - B. No Reportable Action
 - C. No Reportable Action
9. **Consent Agenda** - It was **MOVED** by Director Loh, **SECONDED** by Director Packham, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda.

Vote to Approve Consent Agenda

Director Brown:	Aye
Director Loh:	Aye
Director Packham:	Absent
Director Loft:	Aye
Director Hiepler:	Aye

10. **Discussion/Action Items -**

- A. It was **MOVED** by Director Hiepler, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve the District Disbursements and Financial Report for the period ending December 31, 2016.

Vote to Approve December 31, 2016 Financial Report

Director Brown:	Aye
Director Loh:	Aye
Director Packham:	Aye
Director Loft:	Aye
Director Hiepler:	Aye

- B. It was **MOVED** by Director Loh, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve the District's Financial Audit Report for Fiscal Year 2015/2016, subject to amendment of Note 13, prepared and presented by Mark Poindexter, CPA, Poindexter & Company. Paragraph two (2) of Note 13 – now reads; The vendor in the above matter has filed a counterclaim against the District claiming he is entitled to an additional \$100,000 from the District for fees. The trial court has dismissed the vendor's claim.

Vote to Approve District's Financial Audit Report for Fiscal Year 2015/2016, prepared and presented by Mark Poindexter.

Director Brown: Aye
Director Loh: Aye
Director Packham: Aye
Director Loft: Aye
Director Hiepler: Aye

- C. It was **MOVED** by Director Loh, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve the Preferred Population Management Software Agreement (PPM).

Vote to Approve Preferred Population Management Agreement

Director Brown: Aye
Director Loh: Aye
Director Packham: Aye
Director Loft: Aye
Director Hiepler: Aye

Director Packham left the meeting at 2:00 p.m.

- D. It was **MOVED** by Director Loh, **SECONDED** by Director Brown, and **MOTION PASSED** that the Board of Directors approve the National Committee for Quality Assurance (NCQA) Agreement for NCQA Case Management Accreditation Survey.

Vote to Approve the National Committee for Quality Assurance (NCQA) Agreement for NCQA Case Management Accreditation Survey.

Director Brown: Aye
Director Loh: Aye
Director Packham: Absent
Director Loft: Aye
Director Hiepler: Aye

11. **Staff Reports - None**
12. **Board Reports** – President Brown will defer announcing Committee Assignments until the February 28, 2017 Board of Directors Meeting.

13. **Future Meetings**

Board of Directors Meetings

- Executive Committee (**Brown, Loh**) February 21, 2017
- Full Board: February 28, 2017, 12:00 p.m.
- Executive Committee (**Brown, Loh**) March 21, 2017, 12:00 p.m.
- Full Board: March 28, 2017, 12:00 p.m.

Upcoming Community Meetings & Events

- Top Ten Community Awards, March 24, 2017, 6:00 p.m. to 9:00 p.m.
- Business & Legislators Forum, June 15, 2017, 11:30 a.m. to 1:00 p.m.

14. Having no further business, this meeting is adjourned at 2:20 p.m.

Scott Packham
Clerk of the Board

SECTION 9

CONSENT AGENDA

**APPROVAL OF THE MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON FEBRUARY 21, 2017**

SECTION 9-B

FEBRUARY 28, 2017

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MINUTES

February 21, 2017

Executive Committee Meeting

Camarillo Health Care District Board of Directors
3615 E Las Posas Road, Boardroom, Camarillo, CA 93010

Board Members Present:

Rod Brown, MBA, President
Chris Loh, MD, Vice President

Staff Present:

Kara Ralston, Chief Executive Officer
Karen Valentine, Clerk to the Board

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1. **Call to Order** – The Executive Committee was called to order by Committee Chair, Rod Brown, at 12:05 p.m.
 2. **Public Comment** – No Public Comment
 3. Reviewed the Minutes of the regularly scheduled Board Meeting of Tuesday, January 24, 2017.
 4. Reviewed the proposed Agenda for the regularly scheduled Board Meeting of Tuesday, February 28, 2017.
 5. Reviewed Action Items on the February 28, 2017 regular Board Meeting Agenda. CEO Ralston requested that an additional action item be added, the formation of a new Board Committee, Community Liaison Committee.
 6. The Next Executive Committee Meeting is scheduled for Tuesday, March 21, 2017.
 7. Meeting adjourned at 1:35 p.m.

Rod Brown
President

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SECTION 9

CONSENT AGENDA

**APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON JANUARY 24, 2017**

SECTION 9-C

FEBRUARY 28, 2017

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MINUTES

January 24, 2017

Finance/Investment Committee Meeting

Camarillo Health Care District Board of Directors
3615 E Las Posas Road, Boardroom, Camarillo, CA 93010

Board of Directors

Scott W. Packham, DDS, Clerk of the Board

Participants

David Mitchell, CPA, Mitchell & Associates
Mark Poindexter, CPA Poindexter & Company

Staff

Kara Ralston, Chief Executive Officer
Sue Tatangelo, Chief Resource Officer
Sonia Amezcua, Chief Administrative Officer
Renee Murphy, Accounting Manager
Karen Valentine, Clerk to the Board

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1. **Call to Order** – The Finance/Investment Meeting was called to order by Director Scott Packham, at 11:03 a.m.
 2. No public comment.
 3. CPA David Mitchell, presented the Investment Results, Tax Revenue, and Capital Purchases for the quarter ending December 31, 2016.
 4. CEO Ralston reviewed Operating Results by Department for quarter ending December 31, 2016.
 5. CEO Ralston discussed District disbursements for the quarter ending December 31, 2016.
 6. CPA Mark Poindexter presented the Fiscal Year 2015/2016 Audit Report.
 7. CEO Ralston presented the quarterly review of legal fees.
 8. The next Finance/Investment Committee Meeting is scheduled for April 11, 2017, at 12:00 p.m.
 9. The Meeting adjourned at 11:50 a.m.

Scott Packham
Clerk of the Board

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SECTION 10

ACTION ITEMS

**SECTION 10-A
REVIEW AND APPROVE/DENY/AMEND DISTRICT DISBURSEMENTS AND
FINANCIAL REPORT FOR PERIOD ENDING JANUARY 31, 2017, PRESENTED
BY DAVID MITCHELL, CPA, MITCHELL & ASSOCIATES**

FEBRUARY 28, 2017

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Feb 16, 2017

11:46 am

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted by Check Number
January 2017 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
Cash Account #4 [Bank of the West General]					
64911	01/04/17	AFLAC	Aflac	0.00	788.90
64912	01/04/17	ANDERSON B	Bradley Anderson	0.00	42.00
64913	01/04/17	ASR	ASR Construction, Inc	0.00	6326.35
64914	01/04/17	BANYAI	Danette Banyai	0.00	35.00
64915	01/04/17	BETA	Beta Healthcare Group	0.00	862.82
64916	01/04/17	BYRD	Byrd Locksmithing	0.00	111.29
64917	01/04/17	CAST	Julie Cast	0.00	100.00
64918	01/04/17	CRAWFORD L	Lorenzo Crawford	0.00	98.00
64919	01/04/17	DOS CAMINOS	Dos Caminos Plaza	0.00	4433.00
64920	01/04/17	ECOLAB	Ecolab	0.00	131.13
64921	01/04/17	FERGUSON CAS	Ferguson, Case, Orr Paterson LLP	0.00	7886.37
64922	01/04/17	GODINEZ	Jose Godinez	0.00	184.80
64923	01/04/17	HARTFORD	Hartford Life	0.00	1132.43
64924	01/04/17	HOME REMEDIE	Home Remedies dba	0.00	325.00
64925	01/04/17	HUFF	Susan Huff	0.00	50.00
64926	01/04/17	IVEY	Jane Ivey	0.00	68.60
64927	01/04/17	KAVALSKY	Neal Kavalsky	0.00	100.00
64928	01/04/17	MEDITECH	Meditech Health Services	0.00	1230.00
64929	01/04/17	METLIFE	MetLife Small Business	0.00	490.98
64930	01/04/17	MEYERS	Meyers Nave	0.00	8990.10
64931	01/04/17	MITCHELL	Mitchell & Associates, APC	0.00	2800.00
64932	01/04/17	NUNN	Nunn Better, Inc	0.00	240.00
64933	01/04/17	PITNEYBOWES	Pitney Bowes	0.00	196.27
64934	01/04/17	POINDEXTER	Poindexter and Company	0.00	500.00
64935	01/04/17	ROGERS	Rogers & Partners, Inc	0.00	56.00
64936	01/04/17	SAFEWAY	Safeway Inc	0.00	157.25
64937	01/04/17	SULLIVAN	Brenda Sullivan	0.00	68.25
64938	01/04/17	TNT	TNT Automotive	0.00	170.00
64939	01/04/17	VISION	Vision Services Plan	0.00	130.44
64940	01/04/17	WEST COAST A	West Coast Air Conditioning	0.00	1204.00
64941	01/11/17	ANDISITES	AndiSites, Inc	0.00	189.00
64942	01/11/17	ASSISTED	Assisted Healthcare Services	0.00	111.00
64943	01/11/17	C3 INTEL	C3 Intelligence, Inc	0.00	132.00
64944	01/11/17	CARRERA	Armando Carrera	0.00	69.12
64945	01/11/17	CMH	CMH Centers for Family Health	0.00	235.00
64946	01/11/17	DOCUMENT SYS	Document Systems (DBA)	0.00	721.33
64947	01/11/17	FRONTIER	Frontier Communications	0.00	124.99
64948	01/11/17	JORDANO'S	Jordano's Food Service	0.00	221.02
64949	01/11/17	JTS	JTS Facility Services	0.00	1851.00
64950	01/11/17	LIVINGSTON	Livingston CareGivers	0.00	693.75
64951	01/11/17	POINDEXTER	Poindexter and Company	0.00	820.00
64952	01/11/17	READY	ReadyRefresh	0.00	237.94
64953	01/11/17	SHOEMAKER	Bonnie Shoemaker	0.00	1000.00
64954	01/11/17	WYLY	Paulette Wyly	0.00	24.30
64955	01/11/17	YOUNG	Jennifer Young	0.00	125.77
64956	01/18/17	B&BMAIL	B & B Mailing Services	0.00	1587.09
64957	01/18/17	BOTW	Bankcard Center	0.00	9987.02
64958	01/18/17	LEAF	Leaf	0.00	1905.71
64959	01/18/17	MASTERPAGES	Carrie Dittmar	0.00	65.00
64960	01/18/17	MEDITECH	Meditech Health Services	0.00	985.00
64961	01/18/17	MEYERS	Meyers Nave	0.00	3552.68
64962	01/18/17	PETTY	Petty Cash - Administrat	0.00	415.77
64963	01/18/17	SAFEWAY	Safeway Inc	0.00	162.21
64964	01/18/17	SO CA GAS	Southern California Gas	0.00	620.55
64965	01/18/17	TROPHIES	Trophies, Etc. 35 -	0.00	35.48

64966	01/18/17	VOYAGER	Voyager Fleet Systems Inc	0.00	544.60
64967	01/25/17	20/20	The 20/20 Network	0.00	393.75
64968	01/25/17	BETA WC	Beta Healthcare Group	0.00	2411.00
64969	01/25/17	BROWN	Rodger Brown	0.00	200.00
64970	01/25/17	COMMANDER	Commander Printed Products	0.00	14546.88
64971	01/25/17	DIAL	Dial Security	0.00	1404.00
64972	01/25/17	DMV	Dept of Motor Services	0.00	1.00
64973	01/25/17	FARMER BROS	Farmers Bros. Co	0.00	413.03
64974	01/25/17	HIRERIGHT	HireRight, LLC	0.00	250.00
64975	01/25/17	ITS	Integrated Telemanagement Services, Inc	0.00	846.17
64976	01/25/17	KAVALSKY	Neal Kavalsky	0.00	100.00
64977	01/25/17	LOFT	Richard Loft, MD	0.00	100.00
64978	01/25/17	LOH	Christopher Loh, MD	0.00	100.00
64979	01/25/17	MEDITECH	Meditech Health Services	0.00	540.00
64980	01/25/17	PACKHAM	Scott W. Packham	0.00	200.00
64981	01/25/17	SAGE	Sage Network, Inc	0.00	3190.00
64982	01/25/17	SILVER	Deborah Silver	0.00	500.00
64983	01/25/17	STAPLES	Staples Business Advantage	0.00	438.56
64984	01/25/17	TNT	TNT Automotive	0.00	28.62
64985	01/25/17	TROPICAL	Tropical Car Wash	0.00	260.00
64986	01/25/17	VALIC	VALIC	0.00	1046.67
64987	01/25/17	VCSDA	V C S D A	0.00	55.00

				Cash account Total	0.00 92350.99
					=====
				Report Total	0.00 92350.99

Camarillo Health Care District
Statements of Net Assets
Seven Months Ending January 31, 2017

ASSETS	<u>Jan 17</u>	<u>July 2016</u>	<u>Variance</u>
<u>Current Assets:</u>			
Cash and Checking Accounts	\$375,733	\$123,499	\$ 252,233
Investment Accounts	2,513,715	2,488,969	24,746
Accounts and Grants Receivable	245,356	77,569	167,787
Total Current Assets	<u>3,134,804</u>	<u>\$2,690,038</u>	<u>444,766</u>
<u>Noncurrent Assets:</u>			
Property, plant and equipment - net	1,563,934	1,637,840	(73,906)
IS equipment - net	20,657	27,145	(6,489)
Transportation vehicles - net	88,560	103,945	(15,385)
Prepays	21,373	7,894	13,478
Total Noncurrent Assets	<u>1,694,523</u>	<u>1,776,824</u>	<u>(82,301)</u>
Deferred Outflows of Resources	264,803	264,803	-
Total Assets	<u>\$ 5,094,130</u>	<u>\$4,731,665</u>	<u>\$ 362,465</u>
 LIABILITIES AND NET ASSETS			
<u>Current Liabilities:</u>			
Accounts Payable	\$ 45,448	\$ 50,196	\$ (4,749)
Construction Loan 2015	82,393	79,415	2,978
Employment costs	88,862	146,648	(57,785)
Accrued OPEB liability	294,473	182,281	112,193
Scholarships	8,460	13,271	(4,811)
Deferred Revenue	9,983	7,583	2,400
Total Current Liabilities	<u>529,619</u>	<u>479,394</u>	<u>50,226</u>
<u>Noncurrent Liabilities</u>			
Construction Loan to 2021	361,648	444,041	(82,393)
Net Pension Liability	821,635	821,635	-
Deferred Inflows of Resources	450,825	450,825	-
Total Noncurrent Liabilities	<u>1,634,108</u>	<u>1,716,501</u>	<u>(82,393)</u>
<u>Net Assets:</u>			
Unrestricted - prior	2,535,771	2,195,543	340,228
Unrestricted - current	394,632	340,228	54,404
Total Net Assets	<u>2,930,403</u>	<u>2,535,771</u>	<u>394,632</u>
Total Liabilities and Net Assets	<u>\$ 5,094,130</u>	<u>\$ 4,731,665</u>	<u>\$ 362,465</u>

Camarillo Health Care District
Statements of Activities
Comparison to Budget for the
Seven Months Ending January 31, 2017

	Current Year		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>Fav/(Unfav)</u>
REVENUES			
Tax revenue	\$ 1,554,622	\$1,441,999	\$ 112,623
Program and facilities revenue	219,520	273,496	(53,975)
Grants and agency funding	184,293	137,081	47,212
Community Support and sponsorship	7,850	3,442	4,408
Investment and interest income	152,540	152,333	207
Other income	15,508	21,488	(5,980)
Total Revenues	\$ 2,134,334	\$ 2,029,839	\$ 104,495
EXPENSES			
Personnel cost			
Wages and salaries	735,056	852,751	117,695
Payroll taxes	62,382	65,235	2,853
Benefits	160,048	219,214	59,167
OPEB	130,554	117,718	(12,836)
Retirement UAL	22,193	-	(22,193)
Total personnel cost	1,110,233	1,254,919	144,686
Other expenses			
Contractors and professional fees	191,798	223,519	31,722
Facilities and related	144,872	148,699	3,827
Depreciation	95,779	94,593	(1,186)
Program related expense	40,147	47,844	7,697
Advertising and promotion	38,026	54,416	16,391
Supplies and office expense	54,511	38,023	(16,488)
Board and staff	51,297	77,480	26,183
Community partnerships	-	2,500	2,500
Combined other expenses	13,040	15,791	2,752
Total other expenses	629,469	702,865	73,396
Change in Accounting Principles	-	-	-
Total expenses	1,739,702	1,957,784	218,082
Net position	\$ 394,632	\$ 72,055	\$ 322,577



Camarillo Health Care District

Financial Report
For Seven Months Ending
JANUARY 31, 2017

Current Assets

<u>Statements of Net Assets</u>	JANUARY 2017	JULY 2016	CHANGE
Cash & Checking Accounts	\$375,733	\$123,499	\$252,233
Investment Accounts	2,513,715	2,488,969	24,746
Accounts & Grants Receivables	245,356	77,569	167,787
TOTAL CURRENT ASSETS	\$3,134,804	\$2,690,038	\$444,766

Non-Current & Total Assets

<u>Statements of Net Assets</u>	JANUARY 2017	JULY 2016	CHANGE
Property, plant and equipment – net	\$1,563,934	\$1,637,840	\$(73,906)
IS equipment – net	20,657	27,145	(6,489)
Transportation vehicles – net	88,560	103,945	(15,385)
Prepaid Expenses	21,373	7,894	13,478
Deferred Outflows of Resources	264,803	264,803	0
TOTAL ASSETS	\$5,094,130	\$4,731,665	\$362,465

Liabilities

<u>Statements of Net Assets</u>	JANUARY 2017	JULY 2016	CHANGE
Accounts payable	\$45,448	\$50,196	\$(4,749)
Construction Loan 2016	82,393	79,415	2,978
Employment costs	88,862	146,648	(57,785)
Accrued OPEB liability	294,473	182,281	112,193
Scholarships	8,460	13,271	(4,811)
Deferred Revenue	9,983	7,583	2,400
TOTAL CURRENT LIABILITIES	\$529,619	\$479,394	\$50,226

Liabilities

<u>Statements of Net Assets</u>	JANUARY 2017	JULY 2016	CHANGE
Construction Loan to 2021	\$361,648	\$444,041	\$(82,393)
Net Pension Liability	821,635	821,635	0
Deferred Inflows of Resources	450,825	450,825	0
TOTAL NONCURRENT LIABILITIES	\$1,634,108	\$1,716,501	\$(82,393)

Net Assets & Total Liabilities

<u>Statements of Net Assets</u>	JANUARY 2017	JULY 2016	CHANGE
Unrestricted – prior	\$2,535,771	\$2,195,543	\$340,228
Unrestricted – current	394,632	340,228	54,404
TOTAL NET ASSETS	\$2,930,403	\$2,535,771	394,632
TOTAL LIABILITIES AND NET ASSETS	\$5,094,130	\$4,731,665	\$362,465

Revenues

<u>Statements of Activities</u>	JANUARY 2017	BUDGET	VARIANCE Fav/(Unfav)
Tax revenue	\$1,554,622	\$1,441,999	\$112,623
Program and Facilities	219,520	273,496	(53,975)
Grants and agency funding	184,293	137,081	47,212
Donations and sponsorship	7,850	3,442	4,408
Investment and interest	152,540	152,333	207
Other income	15,508	21,488	(5,980)
TOTAL REVENUES	\$2,134,334	\$2,029,839	\$104,495

Expenditures

(Page 1 of 2)

<u>Statements of Activities</u>	JANUARY 2017	BUDGET	VARIANCE Fav/(Unfav)
Wages and salaries	\$735,056	\$852,751	\$117,695
Payroll taxes	62,382	65,235	2,853
Benefits	160,048	219,214	59,167
OPEB & Retirement UAL	152,747	117,718	(35,029)
Contractors and Professional fees	191,798	223,519	31,722
Facilities and related	144,872	148,699	3,827
Depreciation	95,779	94,593	(1,186)
Program related expense	40,147	47,844	7,697

Expenditures

(Page 2 of 2)

<u>Statements of Activities</u>	JANUARY 2017	BUDGET	VARIANCE Fav/(Unfav)
Advertising and promotion	38,026	54,416	16,391
Supplies and office expense	54,511	38,023	(16,488)
Board and staff	51,297	77,480	26,183
Community partnerships	0	2,500	2,500
Combined other expenses	13,040	15,791	2,752
Change in Accounting	0		
TOTAL EXPENDITURES	\$1,739,702	\$1,957,784	\$218,082

Recap of Activities:

Seven Months Ended

<u>Statements of Activities</u>	JANUARY 201	BUDGET	VARIANCE Fav/(Unfav)
Total Revenue	\$2,134,334	\$2,029,839	\$104,495
Total Expenditures	\$1,739,702	\$1,957,784	\$218,082
NET POSITION	\$394,632	\$72,055	\$322,577

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SECTION 10

ACTION ITEMS

**SECTION 10-B
REVIEW AND APPROVE/ DENY/ AMEND DISTRICT RESOLUTION NO. 17-01,
AND DISTRICT POLICY 1130, ADOPTING THE DISTRICT'S SURPLUS
PROPERTY POLICY**

FEBRUARY 28, 2017

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RESOLUTION NO. 17-01

ADOPTING SURPLUS PROPERTY & EQUIPMENT POLICY

*Resolution of The Board of Directors
Camarillo Health Care District
Ventura County, California*

WHEREAS, the Camarillo Health Care District (the “District”) desires to establish a surplus property and equipment policy; and

WHEREAS, the District is required to dispose of surplus property and equipment in accordance with law, including California Health & Safety code section 32121.2.

NOW, THEREFORE, the Board of Directors of the District (the “Board”) hereby approves the following surplus property policy, District Policy Number 1130:

Determination of Surplus Property

The term “surplus property” shall mean any property or equipment, other than real property, that is no longer needed or useable by the District. The Chief Executive, or designee, shall periodically review the District’s equipment and inventory and complete a surplus property form for each item deemed surplus. The Chief Executive Officer, or designee, shall present a list of surplus property to the Board for review and approval prior to disposition of the property.

Methods of Disposition

The Chief Executive Officer, or designee, is responsible for the disposition of District surplus property. Once the Board has approved the list of surplus property, the Chief Executive Officer, or designee, shall determine which of the following methods of disposition to use; the priority for disposition shall be in the order listed below:

1. Trade In – Property declared as surplus may be offered as a trade-in for credit toward the acquisition of new property. All trade-in offers will be submitted for the review and approval of the Chief Executive Officer.
2. Return to Manufacturer – Surplus property may, when possible, be returned to the manufacturer for buy-back or credit toward the purchase of new property.
3. Sale – The District may offer surplus property for sale. All surplus property is for sale “as-is” and “where-is” with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility, or usability of the property offered for sale.

Appropriate methods of sale are as follows:

- a. Public Auction – Surplus property may be sold at public auction. The District may contract with a professional auctioneer.
 - b. Sealed Bids – Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsive bidder.
 - c. Negotiated Sale – Surplus property may be sold directly to a purchaser if it is determined that only one known buyer is available or interested in acquiring the property.
 - d. Selling for Scrap – Surplus property with a minimal fair market value may be sold as scrap.
4. Donation or Disposal – If the District is unable to sell surplus property after using the methods provided in sections 1 through 3, above, or if the cost of locating a buyer exceeds the estimated sale price of surplus property, the property may be donated to a charitable organization, recycled, destroyed, or disposed of as junk.

Proceeds

All sales of surplus property shall be paid to the District by certified check, money order, or in manner agreeable to the Chief Executive Officer. The Chief Executive Officer shall be authorized to sign bills of sale and any other documents evidencing the transfer of title to such surplus property by and on behalf of the District.

District Employees and Officers

District employees, directors and officers are prohibited from purchasing surplus property offered for sale by the District.

ADOPTED, SIGNED, AND APPROVED this 28th day of February, 2017.

Rod Brown, President
Board of Directors
Camarillo Health Care District

Attest: _____
Scott Packham, Clerk of the Board
Board of Directors
Camarillo Health Care District

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

I, Scott Packham, Clerk of the Board of Directors of the Camarillo Health Care District

DO HEREBY CERTIFY that the foregoing Resolution 17-01 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 28th day of February 2017, and it was adopted by the following vote:

AYES: _____

NAYS: _____

Absent: _____

Scott Packham, Clerk of the Board
Board of Directors
Camarillo Health Care District

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SECTION 10

ACTION ITEMS

SECTION 10-C

**REVIEW AND APPROVE/ DENY/ AMEND DISTRICT RESOLUTION NO 17-02,
APPROVING SUBMISSION OF APPLICATION AND PETITION TO POTENTIAL
FUNDING SOURCES AND AUTHORIZING SIGNATURES.**

FEBRUARY 28, 2017

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RESOLUTION NO. 17-02

APPROVING SUBMISSION OF APPLICATION AND PETITION TO POTENTIAL FUNDING SOURCES AND AUTHORIZING SIGNATURES

*Resolution of the Board of Directors
Camarillo Health Care District
Ventura County, California*

WHEREAS, the Camarillo Health Care District continually seeks alternative and additional funding sources for program enhancement, through application and petition potential funding sources including public/private granting foundations, federal and state funding sources or service contracts, collaborations and partnerships, and similar; and

WHEREAS, said applications and petitions require authorized signatures for revisions or changes, from time to time; and

NOW, THEREFORE, BE IT RESOLVED, that the Camarillo Health Care District Board of Directors confirms Kara Ralston, Chief Executive Officer, as an authorizing signature on applications, petitions, and contracts, as empowered through the District's By-laws set by the governing Board of Directors.

ADOPTED, SIGNED, AND APPROVED this 28th day of February, 2017.

Rod Brown, President
Board of Directors
Camarillo Health Care District

Attest: _____
Scott Packham, Clerk of the Board
Board of Directors
Camarillo Health Care District

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

I, **Scott Packham**, Clerk of the Board of Directors of the Camarillo Health Care District

DO HEREBY CERTIFY that the foregoing Resolution 17-02 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 28th day of February, 2017, and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Scott Packham, Clerk of the Board
Board of Directors
Camarillo Health Care District

RESOLUTION NO. ~~16-01~~17-02

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**APPROVING SUBMISSION OF ~~GRANT AND/OR FUNDING APPLICATIONS AND PETITION~~
TO POTENTIAL FUNDING SOURCES
AND AUTHORIZING SIGNATURES**

*Resolution of the Board of Directors
Camarillo Health Care District
Ventura County, California*

WHEREAS, the Camarillo Health Care District continually seeks alternative and additional funding sources for its program enhancements, through applications and petitions potential to funding sources such as including public/private and private granting foundations, federal and state funding sources or service contracts, collaborations and partnerships, and similar to name a few; and

WHEREAS, said applications and petitions require authorized signatures for revision or changes, from time to time policy-making portions of the applications, and authorized signatures for any subsequent revisions or changes; and

~~**WHEREAS**, the Chief Executive Officer of the Camarillo Health Care District has been empowered through the District's By-laws set by the governing Board of Directors;~~

NOW, THEREFORE, BE IT RESOLVED, that the Camarillo Health Care District Board of Directors confirms Kara Ralston, Chief Executive Officer, as an authorizing signature on applications, petitions, and contracts, as empowered through the District's By-Laws set by the governing Board of Directors.

ADOPTED, SIGNED, AND APPROVED this 28th day of January, 2016. February, 2017.

Rod Brown, President
Board of Directors
Camarillo Health Care District

Attest: _____
~~Mark Hiepler~~ Soctt Packham, Clerk of the Board
Board of Directors
Camarillo Health Care District

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

I, ~~Mark Hepler~~ Scott Packham, Clerk of the Board of Directors of the Camarillo Health Care District

DO HEREBY CERTIFY that the foregoing Resolution ~~167-012~~ was duly adopted by the Board of Directors of said District at a Regular Meeting held on the ~~26~~²⁸th day of ~~January~~^{February} 201~~6~~⁷, and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

~~Mark Hepler~~Scott Packham, Clerk of the Board
Board of Directors
Camarillo Health Care District

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SECTION 10

ACTION ITEMS

**SECTION 10-D
REVIEW AND APPROVE/DENY/ AMEND DISTRICT RESOLUTION NO. 17-03,
AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY
INVESTMENT FUND.**

FEBRUARY 28, 2017

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RESOLUTION NO. 17-03

AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

*Resolution of the Board of Directors
Camarillo Health Care District
Ventura County, California*

WHEREAS, pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Camarillo Health Care District Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the Camarillo Health Care District.

NOW, THEREFORE BE IT RESOLVED, that the Board does hereby authorize the deposit and withdrawal of District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purposes of investment as stated therein and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, as follows:

Section 1. That Resolution No. 15-11 is hereby rescinded and the following Camarillo Health Care District officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

<u>Name</u>	<u>Title</u>
Rod Brown	President
Christopher Loh	Vice President
Scott Packham	Clerk of the Board
Richard Loft	Director
Mark Hiepler	Director

Section 2. This resolution shall remain in full force and effect until rescinded by the Camarillo Health Care District Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

Rod Brown, President
Board of Directors
Camarillo Health Care District

Attest: _____
Scott Packham, Clerk of the Board
Board of Directors
Camarillo Health Care District

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

I, Scott Packham, Clerk of the Board of Directors of the Camarillo Health Care District

DO HEREBY CERTIFY that the foregoing Resolution 17-03 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 28th day of February, 2017 and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Scott Packham, Clerk of the Board
Board of Directors
Camarillo Health Care District



**California State Treasurer's Office
Local Agency Investment Fund (LAIF)**

Authorization for Transfer of Funds

Effective Date
February 28, 2017

Agency Name
Camarillo Health Care District

LAIF Account #
[REDACTED]

Agency's LAIF Resolution # 17-03 or Resolution Date February 28, 2017

ONLY the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. ***This authorization REPLACES AND SUPERCEDES all prior authorizations on file with LAIF for the transfer of funds.***

Name	Title
Rodger Brown	President
Christopher Loh	Vice President
Scott Packham	Clerk of the Board
Richard Loft	Director
Mark Hiepler	Director
Kara Ralston	Chief Executive Officer
Sue Tatangelo	Chief Resource Officer

Two authorized signatures required. Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

Signature
Rodger Brown

Print Name
Board President

Title
(805) 388-1513

Telephone

Signature
Christopher Loh

Print Name
Board Vice President

Title
(805) 443-0818

Telephone

Please provide email address to receive LAIF notifications.

Name	Email
Kara Ralston	kralston@camhealth.com
Renee Murphy	reneem@camhealth.com

Mail completed form to: State Treasurer's Office
Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001



**California State Treasurer's Office
Local Agency Investment Fund (LAIF)
Authorization for Transfer of Funds**

Effective Date February 28, 2017 Agency Name Camarillo Health Care District LAIF Account # [REDACTED]

Agency's LAIF Resolution # 17-03 or Resolution Date February 28, 2017

ONLY the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. **This authorization REPLACES AND SUPERCEDES all prior authorizations on file with LAIF for the transfer of funds.**

Name	Title
Renee Murphy	Accounting Manager

Two authorized signatures required. Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

Signature
Rodger Brown

Print Name
Board President

Title
(805) 388-1513

Telephone

Signature
Christopher Loh

Print Name
Board Vice President

Title
(805) 443-0818

Telephone

Please provide email address to receive LAIF notifications.

Name	Email
Kara Ralston	kralston@camhealth.com
Renee Murphy	reneem@camhealth.com

**Mail completed form to: State Treasurer's Office
Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001**

SECTION 11

STAFF REPORTS

FEBRUARY 28, 2017

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Dear Kara and Camanillo Healthcare District,

Thank you so very much for opening your facility to our theme high school YES Academy students! We truly appreciate your generosity of time and mentorship to our students.

♥ Bijou and the Office of
Career Education

Thank you for renewing CSDA membership!

Below are instructions to access free Ethics Training only available between January 6 to March 15, 2017.

- Log into www.csda.net and locate [Required Ethics AB1234 Compliance On-Demand Webinar](#):
Go to: Professional Development tab >> On-Demand Webinars >> Ethics (on right side under "Search by Product Category") >> add Required Ethics AB1234 Compliance Training the on-demand webinar to your cart.
- Proceed to Checkout. Enter the promo code: ethics17 and click Apply (this should make the balance \$0). Submit your order.
- To access your training immediately, click the blue [Here] button at the bottom of your cart.
- To access your training at a later date, log back into www.csda.net and click on your name on the top of the page. Then click the blue button that says [View My Courses].
- Once you have completed the course, you will be able to access and print your certificate by logging into www.csda.net, clicking on your name, then clicking the blue button that says [View My Courses].

Note: You must be logged in under **your own User ID and Password** to access this training and receive certificate of completion printed in your own name. These instructions were emailed to everyone within your agency with a unique email address on file.

If your staff or board would like to watch the on-demand webinar as a group, please follow the above steps under one person's name and fill out the form below for additional individuals who watched. We will send each individual on the form an email with their User ID and Password that will allow them to print their own certificates after CSDA has processed this form.

By filling out this form you acknowledge that these individuals watched the two hour Required Ethics AB1234 Compliance On-Demand Webinar.

Agency Name: _____

Date Ethics AB1234 On-Demand Webinar was watched: _____

Agency contact person for questions: _____

1) Prefix: _____ First Name: _____ Last Name: _____

Title: _____ Email: _____

2) Prefix: _____ First Name: _____ Last Name: _____

Title: _____ Email: _____

3) Prefix: _____ First Name: _____ Last Name: _____

Title: _____ Email: _____

4) Prefix: _____ First Name: _____ Last Name: _____

Title: _____ Email: _____

Please fax completed forms to 916.520.2470 or email to cassandras@csda.net. If you have any questions or need assistance, please call 877.924.2732. Once again, thank you for your support!

SECTION 12

BOARD REPORTS

**SECTION 12-A
PRESIDENT'S REPORT:
ANNOUNCEMENT OF COMMITTEE ASSIGNMENTS**

FEBRUARY 28, 2017

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SECTION 12

BOARD REPORTS

**SECTION 12-B
FORMATION OF AD HOC COMMITTEE TO OVERSEE THE CEO
PERFORMANCE EVALUATION.**

FEBRUARY 28, 2017

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ACHD
ASSOCIATION OF CALIFORNIA
HEALTHCARE DISTRICTS

CEO Performance Evaluation User's Guide

The Association of California Healthcare Districts' (ACHD) CEO evaluation tool is an easy-to-use, no-cost member benefit. ACHD considered a broad range of CEO performance evaluation criteria, and developed two versions of a CEO evaluation: one for hospital districts, and one for community-based districts.

Your organization's CEO evaluation has already been created for you, and is ready for you to use. Follow the step-by-step instructions in this document to conduct your evaluation and receive a comprehensive summary report as a member benefit, at no-cost to your organization.

Ensuring Performance and Alignment: The Purpose of the CEO Evaluation

The CEO evaluation process begins with a clear definition of the role of the compensation and performance review process in building leadership loyalty and commitment, and ensuring leadership success and continuity. It is important to remember that the process is about more than simply evaluating the CEO's performance. It is an opportunity to strengthen the board/CEO relationship, and ensure that both the board and CEO have mutually-agreed upon goals and expectations.

The purpose of the CEO evaluation is to set specific board direction for CEO and overall organizational performance, ensure a consistent focus by the CEO, continuous leadership accountability, focus and success. It defines the essential CEO functions and personal attributes required by the board, and encourages two-way communication between the board and CEO.

In addition, the CEO evaluation identifies performance areas requiring increased attention by the CEO, and defines the leadership competencies most critical to organizational success. Finally, the evaluation should link the CEO's achievement to his or her compensation.

CEO Evaluation Goals

Goals that should be considered in the course of undertaking a successful CEO evaluation process include:

- The process should be clearly identified well in advance of the evaluation;
- The evaluation should be a continuous, year-long process culminating in a formal annual performance review, with no surprises for either the board or the CEO;
- The evaluation should provide meaningful feedback to the board on the CEO's success in achieving board-approved objectives;
- The evaluation process should enhance board/CEO working relationships;
- The evaluation should link the attainment of organizational objectives with the CEO's personal performance objectives;
- Data, not subjective assessments, should be the foundation of the evaluation and decisions about compensation;
- Leadership in achieving the mission, values and vision should be a centerpiece of the evaluation; and
- Compensation should be driven by specific performance in specific areas.

How to Use the ACHD CEO Performance Evaluation

Below is a step-by-step guide members should follow to take advantage of this unique member benefit:

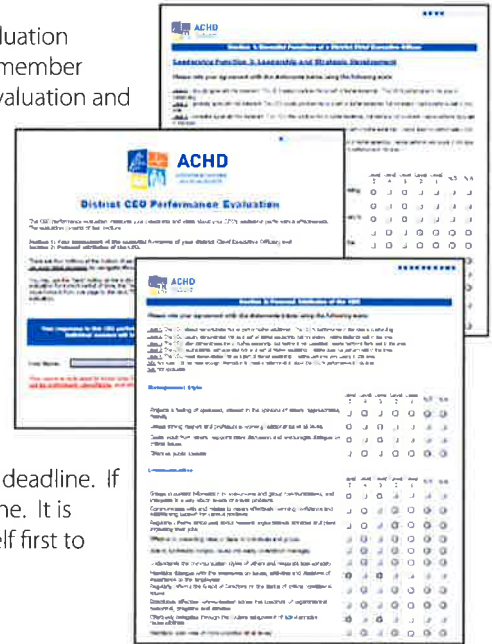
Step 1: Determine the appropriate number of days you will allow for board members to complete the evaluation. Determine the deadline date for receiving responses from board members. We recommend two to three weeks.

Step 2: Notify board members prior to conducting the evaluation. The evaluation should be discussed at a board meeting prior to implementation to ensure board member understanding of the criteria, and a board-wide commitment to completing the evaluation and supporting next steps to address evaluation results and improvement actions with the CEO.

Step 3: Send a series of emails to notify board members of the need to complete the CEO performance evaluation, and provide instructions of where to go to access the evaluation. You may choose any method to communicate the evaluation to your board members. However, a typical practice is to send an email to all board members notifying them that the evaluation is online and ready to be taken, followed by two reminder emails and a deadline extension, if necessary.

The first reminder email should be sent approximately one week after the initial email; the second reminder email should be sent in the morning on the day of the deadline. If necessary, a deadline extension email may be sent the day after the original deadline. It is always a good idea for the evaluation administrator to send the email to him/herself first to ensure that the evaluation link works properly.

Below are examples of copy you may choose to use in your emails:



Message 1: To be sent on the first day of evaluation implementation

As you know, [Organization Name] is conducting a comprehensive CEO performance evaluation. The evaluation is being carried out through an Internet survey, provided as a member benefit by the Association of California Hospital Districts (ACHD). The evaluations asks for your viewpoints about [Organization Name]'s CEO performance in several key areas.

The evaluation should be completed by 5:00 p.m. [Day], [Date], and should take you approximately 30 minutes to complete.

Securing every board member's input is critical to ensuring a successful CEO evaluation.

To complete the CEO evaluation, click on this link:

[Survey URL]

We appreciate your time and commitment to this important CEO performance evaluation.

Sincerely,

[Name], Board Chair

Message 2: To be sent approximately one week after initial email

As a reminder, **please take 30 minutes or so to complete the [Organization Name] CEO performance evaluation survey by 5:00 p.m. [Day], [Date].**

To complete the CEO evaluation, click on this link:

[Survey URL]

Association of California Healthcare Districts CEO Performance Evaluation User's Guide

We appreciate your time and commitment to this important CEO performance evaluation.

Sincerely,

[Name], Board Chair

Message 3: To be sent on the morning of the deadline date

FINAL REMINDER

There's still time to complete the [Organization Name] CEO Performance Evaluation.

The CEO evaluation should be completed by 5:00 p.m. today, and should take you approximately 30 minutes to complete. Securing every director's input is critical. To complete the CEO evaluation, click on this link:

[Survey URL]

We appreciate your time and commitment to this important CEO performance evaluation.

Sincerely,

[Name], Board Chair

Message 4: To be sent on day after deadline (if necessary to extend)

CEO EVALUATION DEADLINE EXTENDED

Unfortunately, we have not received a response from every director, so we've extended the evaluation deadline.

Please take 30 minutes to complete the CEO evaluation by 5:00 p.m. [Day], [Date].

To complete the CEO evaluation, click on this link:

[Survey URL]

We appreciate your time and commitment to this important CEO performance evaluation.

Sincerely,

[Name], Board Chair

Step 4: Evaluation results. After you have received all possible responses to the evaluation, notify Larry Walker at The Walker Company, 503-694-8539, lw@walkercompany.com, that your evaluation is complete. Your summary report of survey results will then be developed and provided to you for board review and discussion of improvement action items.



For Additional Assistance...

If you have any questions or concerns, please contact Vone Yee, vi@walkercompany.com, 503-545-8605, or Nicole Matson, nm@walkercompany.com, 503-469-8663.

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SECTION 12

BOARD REPORTS

**SECTION 12-C
BOARD MEMBERS' INTERESTS AND CONCERNS**

FEBRUARY 28, 2017